

# 1 GETTING STARTED

## 1.1 Working with Health First Colorado (Colorado's Medicaid program)

This section describes how to interact with Health First Colorado's EDI Department.

Before Health First Colorado can process transactions, the submitter is required to obtain a trading partner ID, register for a Web Portal user account, and complete Production Authorization testing. Additional information is provided in the next section of this companion guide. Trading partners should exchange electronic health care transactions with Health First Colorado via the [SFTP portal](#) or Safe Harbor Connectivity (Council for Affordable Quality Healthcare [CAQH] Committee on Operating Rules for Information Exchange [CORE] Operating Rules 153 & 270). After establishing a transmission method, each trading partner must successfully complete testing. Upon successful completion of testing, production transactions may be exchanged.

## 1.2 Trading Partner Enrollment

This section describes how to enroll as a trading partner with Health First Colorado.

Health First Colorado maintains a profile for all trading partners. All Health First Colorado trading partners are required to:

- Enroll as a Trading Partner - Go to: <https://colorado-hcp-portal.xco.dcsusps.com/hcp/provider>.
- Click on **Trading Partner** on the bottom left side of the screen.
- Select Enrollment Application.
- Enter the information requested and select the transaction types you will be exchanging.
- Agree to the Trading Partner Agreement at the end of the Trading Partner Profile process.
- You will be assigned a Trading Partner ID — please save this number.
- Register for a Web Portal account (as a "Billing Agent") using the Trading Partner ID previously provided.
- Download the **Trading Partner Testing Packet for ASC X12 transactions** via the Trading Partner Information link or at [Colorado.gov/HCPF/EDI-Support](https://colorado.gov/HCPF/EDI-Support).
- Complete Production Authorization testing (using the Trading Partner **Testing Packet** above as your guide).

If you have already completed this process, you will not be required to complete it again. Contact the EDI Helpdesk at **1-844-235-2387** or via the Contact link at the upper right section of the Web Portal Welcome page: <https://colorado-hcp-portal.xco.dcs-usps.com/hcp/provider> if you have any questions. The Provider can submit questions via Secure Correspondence from the Web Portal Home page after logging in.

### 1.3 Certification and Testing Overview

This section provides a general overview of what to expect during any certification and testing phases.

Health First Colorado does not require certification of trading partners and their transactions but does require some minimal transaction testing. All trading partners will be “certified” through the completion of production authorization testing. All trading partners that exchange electronic transactions with Health First Colorado must complete production authorization testing. Completion of the testing process must occur prior to electronic submission of production transactions. Testing is conducted to verify the integrity of the format, not the integrity of the data; however, in order to simulate a production environment, Health First Colorado requests that trading partners send live transmission data. The 270/271 transaction is an inquiry and response transaction and does not result in any data changing upon completion; therefore, test transactions (ISA15 value of “T”) with production data can be sent to the production environment without any negative impact. More than one test transmission may be required depending on the number of format errors on a transmission and the relative severity of these errors. Additional testing may be required in the future to verify any changes made to the Health First Colorado interChange system. Also, changes to the ANSI formats may require additional testing.

Reminder: Testers are responsible for the preservation, privacy, and security of data in their possession. While using production data that contains personal health information (PHI) to conduct testing, the data must be guarded and disposed of appropriately.

## 2 TESTING WITH HEALTH FIRST COLORADO

This section contains a detailed description of the testing phase.

Before exchanging production transactions with Health First Colorado, each trading partner must complete production authorization testing. The 270/271 transaction is an inquiry and response transaction and does not result in any data changing upon completion; therefore, test transactions (ISA15 value of “T”) with production data can be sent to the production environment without any negative impact.

Trading partner testing includes HIPAA compliance testing as well as validating the use of conditional, optional, and mutually defined components of the transaction.

Health First Colorado recommends that trading partners submit two successful and unique 270 submissions and receive the associated 999 (accepted) acknowledgement in response in order to obtain approval from Health First Colorado to promote to Production.

An approval email will be sent to the Contact email address that was submitted during Trading Partner enrollment. Expect to receive an approval notice for **each** transaction type selected during enrollment. Approval notices are issued nightly; approval for multiple

transactions in a single letter is likely. **Please note that approval for ALL transactions types (selected during enrollment) is required before production submission.**

Production Authorization Testing is detailed in the Trading Partner **Testing Packet** for ASC X12 transactions available at [Colorado.gov/HCPF/EDI-Support](https://colorado.gov/HCPF/EDI-Support), or on the Health First Colorado Provider Web Portal (<https://colorado-hcp-portal.xco.dcsusps.com/hcp/provider>) — click on the **Trading Partner** link in the bottom left corner of the main landing page.

Questions may be directed to the EDI Helpdesk at **1-844-235-2387** or via the Contact link at the upper right section of the Web Portal Welcome page: <https://colorado-hcp-portal.xco.dcs-usps.com/hcp/provider> if you have any questions. The Provider can submit questions via Secure Correspondence from the Web Portal Home page after logging in..

### **3 TRADING PARTNER AGREEMENTS**

Any entity intending to exchange electronic transactions with Health First Colorado must agree to the Health First Colorado Trading Partner Agreement at the end of the Trading Partner enrollment process. Trading Partner enrollment can be completed via the Web Portal at: <https://colorado-hcp-portal.xco.dcs-usps.com/hcp/provider>.

#### **3.1 Trading Partners**

An EDI trading partner is defined as any Health First Colorado customer (provider, billing service, software vendor, employer group, financial institution, etc.) that transmits to, or receives electronic data from, Health First Colorado.

The EDI Trading Partner Agreements ensure the integrity of the electronic transaction process. The Trading Partner Agreement is related to the electronic exchange of information, whether the agreement is an entity or a part of a larger agreement, between each party to the agreement.